

KINGS CLIFFE PARISH COUNCIL

An additional Parish Council will take place on Wednesday 24th February 2021 at 8 pm to discuss the Doctors Surgery Poll Result. This will be via video conference due to the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Any members of the public wishing to attend our Virtual Meeting please contact the Parish Clerk for details on how to access this no later than 5.00 pm on Tuesday 23rd February 10th 2021. Invite Meeting ID [726 831 7160](#) Password: [046754](#)

AGENDA

- 20/202 Declarations of Interest
- 20/203 Present
- 20/204 Apologies for Absence
- 20/205 Doctors Surgery – Poll Result

Tracey Green

Mrs Tracey Green
Clerk to Kings Cliffe Parish Council

KINGS CLIFFE

PARISH COUNCIL MEETING

Welcome

What Happens Next?

1. The Chairman (who is there to manage the meeting) will welcome all present and open the meeting. As well as Parish Councillors and other members of the public, our District and County Councillor and a Police Officer may also be present.
2. Please look at the Agenda (which is the order of business for this meeting).
3. At the start of the Meeting 15 Minutes is set aside to hear from Members of the Public. Anyone wishing to speak needs to notify the Clerk in writing by submitting the Request to Speak form attached below by 5.00 pm on the day prior to the meeting. The Maximum time allowed for anyone to speak is 5 minutes.
4. The Chairman can exceptionally allow a member of the Public to speak at the Meeting, if it is deemed by the Chairman to be an urgent matter or if it is relevant to an item on the Agenda.
5. As an elected body there are a number of procedures which are legally required, such as approving the minutes and agreeing finances etc.
6. The Parish Council employs a Clerk who will usually be sitting next to the Chairman; it is the role of the Clerk to take notes (minutes) of the proceedings and advise the Parish Council on legal and procedural matters as well as dealing with correspondence.
7. The meeting will not normally last more than 2 hours.

KINGS CLIFFE PARISH COUNCIL MEETING

Request to Speak

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Your request to speak does need to be on the Agenda so please indicate the Agenda item number and any documentation you wish to be circulated to the Parish Council:

Signed:

Dated:

Received by the Clerk:
